

ASNE Combat Systems Mini-Symposium
“Developing, Testing and Sustaining Phased Array Systems in the 21st Century”
The Chincoteague Convention Center
07-08 October 2004

Information and Guidance for ASNE Exhibitors

1. Symposium Dates and Hours

Wednesday 06 October	1200 – 1700	Exhibit set-up
Thursday 07 October	0730 – 0830	Registration & Continental Breakfast
	0830 – 1530	Speaker Presentations
	1530 – 1730	Site Tours, Exhibits open to Public
	1800 – 2100	No-host cocktails and Dinner
Friday 08 October	0730 – 0830	Continental Breakfast
	0830 – 1200	Speaker Presentations
	1200 – 1700	Exhibit breakdown and ship

2. Installation of Exhibits

Installation of exhibits may begin on Wednesday 06 October after 12 Noon. The Chincoteague Convention Center will be open for exhibitors to set-up their booths until 5PM on Wednesday. Site personnel will provide assistance during this set-up period.

- One 30” x 72” table (with drape) and two chairs with the exhibit set-up. Additional chairs can be provided at your request.
- If you require power for your exhibit, please provide an extension cord that can reach up to 25’ for connection to a power source.
- The decorating vendor will not provide carpeting. The floor is tile over cement. Exhibitors should provide their own carpeting for their exhibit booth.

3. Shipping Address

The Chincoteague Convention Center will not accept or store exhibit material prior to Wednesday 06 October. Exhibitors are requested to make arrangements for delivery to The Chincoteague Center on 06 October. The shipping address is:

The Chincoteague Center
6155 Community Drive
Chincoteague Island, VA 23336
Phone: (757) 336-0614
Contact: Ms. Therese Hamilton

If it is not feasible to ensure delivery to The Chincoteague Center as indicated above, you may ship to the following address:

Lockheed Martin
8208 Salyer Drive
Wallops Island, VA 23337
Phone: (757) 854-4580
Contact: Joe Scukanec

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The material will be stored off-site and delivered to The Chincoteague Center on 06 October. A charge of up to \$25.00 per day will be applied for off-site storage prior to 06 October.

4. Storage Space

Storage space at The Center is limited, so shipping containers may be stored off-site during the event. Local exhibitors are requested to make provisions for storage of their own exhibit shipping materials. If you will require storage, please contact Joe Scukanec (757-854-7434, joseph.Scukanec@lmco.com) before 30 September with dimensions of shipping materials that require storage so that adequate arrangements can be made. Shipping materials stored off-site will be returned to The Center at 1200 on Friday 08 October.

5. Dismantling of Exhibits

Exhibitors may begin to dismantle their exhibits immediately after the conclusion of the closing remarks on Friday 08 October. Exhibits must be removed from The Center no later than 4 PM on Friday. If the exhibits are not removed by 4 PM on Friday, they will be removed by the sponsor organization, stored over the weekend and shipped out at the exhibitor's expense the following Monday. A \$25.00 per day storage fee will be applied for off-site storage.

6. Exhibitors Approved Representative

The exhibitor will name one individual as the authorized representative in charge of the exhibit booth and material. Unless otherwise identified, it will be assumed to be the individual identified as the Point of Contact on the exhibit application form. A badge for the proper identification of exhibitor personnel manning the exhibit will be issued for each representative authorized by the exhibitor.

- Exhibitors will provide names of exhibit staff to Joe Scukanec no later than 01 October, so that badges can be prepared in advance.
- *Each exhibit is allowed two non registered staff. Any additional staff will be required to pay the full symposium registration fee. ~~EE~~Exhibit staff not registered for the symposium will be required to pay for lunch *and dinner (if attending)* at The Chincoteague Center on 07 October. Continental breakfast is provided.*

7. Security

Sponsor staff will be onsite during all hours of operation during the symposium. The facility will be secured Wednesday and Thursday evenings. The Chincoteague Center and the sponsor cannot assume liability for missing equipment or materials.

8. Limitation of Liability

The sponsor and the exhibit site (The Chincoteague Center) shall not be liable to an Exhibitor for any damage to or for any loss or destruction of an exhibit or for the property

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of an Exhibitor or injuries to his person or personnel resulting from any cause. The Exhibitor expressly waves all claims for any such loss, damage or injury.

9. Advertising

The sponsor reserves the right to disapprove the distribution of souvenirs, advertising or printed mater, or anything else that may be considered objectionable.

10. Special restrictions

- Materials, equipment, or activities which detract from the atmosphere of the Exhibit or which may disturb neighboring exhibitors are prohibited.
- Subletting of space by the Exhibitor is prohibited
- Sound-making or other equipment may be set up in the exhibit booths upon approval of the sponsor
- All materials used in the Exhibit Hall must be fireproof and conform to the fire department regulations
- This will be a smoke-free exhibition and symposium. Smokers are asked to smoke outside the building in spaces permitted by The Chincoteague Center.

11. General

Exhibitors are required to report any irregularities observed in the exhibit areas, such as unauthorized solicitations or other objectionable activity, to the sponsor staff promptly.